

STRUCTURAL ENGINEERING ASSOCIATE  
OPEN STATEWIDE EXAMINATION

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$5,633 - \$6,844

FINAL FILING DATE: CONTINUOUS FILING



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below by the final filing date may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
ATTENTION: Terry Flores  
MAILING ADDRESS: P.O. BOX 989052, WEST SACRAMENTO, CA 95798-9052  
STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR, WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  
**NOTE:** Applications/resumes **MUST** contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

**Possession of a valid certification of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who are not registered civil engineers will be admitted to the examination, but they must secure the certificate of registration before they will be considered eligible for appointment.)**  
**And**  
**Experience:** Four years of experience in structural engineering work involving the performance of increasingly complex duties, two years of which shall have been in the structural design of major buildings.  
**And**  
**Education:** Equivalent to graduation from college with major work in civil or architectural engineering. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.)

THE POSITION

A Structural Engineering Associate prepares designs for minor structures or assists in the preparation of designs and drawings for major buildings and other structures; assists in the design and layout of foundation, floor, wall, and roof framing plans for major building structures; designs and makes detail drawings for steel, concrete and timber structures; checks structural designs, specifications and drawings of structures involving the application of less difficult engineering judgment and analyses; checks shop drawings of structural and reinforcing steel; makes detailed shop and field inspections of reinforcing and structural steel; makes or assists in making examinations of public buildings to determine their ability to withstand earthquake, fire, or wind and to safely carry such loads as may be imposed; assists architectural designers or structural features of buildings.  
**Positions are located in Sacramento, Oakland, Los Angeles and San Diego.**

EXAMINATION INFORMATION

**Performance Test –Weighted 40%**  
**Qualifications Appraisal – Weighted 60%**  
  
This examination will consist of a **PERFORMANCE TEST** weighted 40% and **QUALIFICATIONS APPRAISAL INTERVIEW** weighted 60%. In order to obtain a position on the eligible list, a combined minimum rating of 70% must be obtained. **Competitors who do not appear for the exam will be disqualified. Qualification Appraisal Interviews and Performance Test will be held in Sacramento, Oakland, Los Angeles and San Diego. Additional locations may be added if the need warrants.**

SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. Graphostatics and stress analysis and drafting procedures and practices.</li><li>2. Engineering mathematics.</li><li>3. Strength, properties, and uses of the materials of building construction, standard specifications, loadings, and building codes applying to buildings and other structures.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Write clear and accurate reports and technical specifications.</li><li>2. Understand and carry out oral and written directions.</li><li>3. Inspect and judge the quality of engineering work in the field.</li><li>4. Analyze situations accurately and adopt an effective course of action.</li></ol>
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ELIGIBLE LIST INFORMATION	<p>An OPEN-STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.</p>
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VETERANS' PREFERENCE	<p>Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>
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GENERAL INFORMATION

**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

**Veterans' Preference:** If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ✦ OFFICE OF HUMAN RESOURCES  
MAILING ADDRESS: P.O. BOX 989052 ✦ Sacramento, CA 95798-9052 ✦ Telephone (916) 376-5400  
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TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929 ✦ Voice 1-800-735-2922